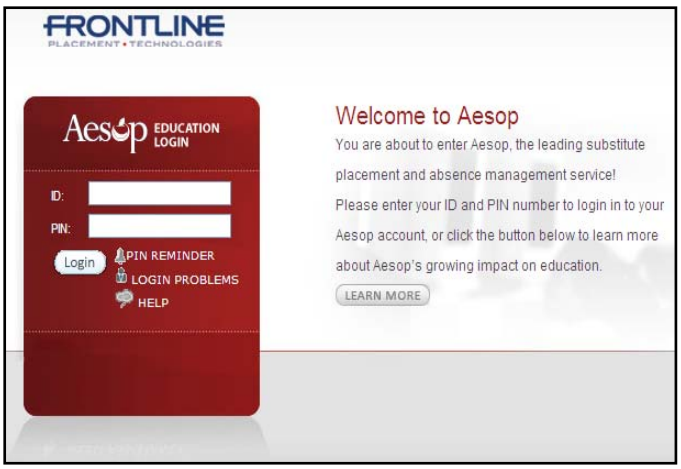
Aesop QuickStart User Guide for Campus Users

This guide will show you how to:

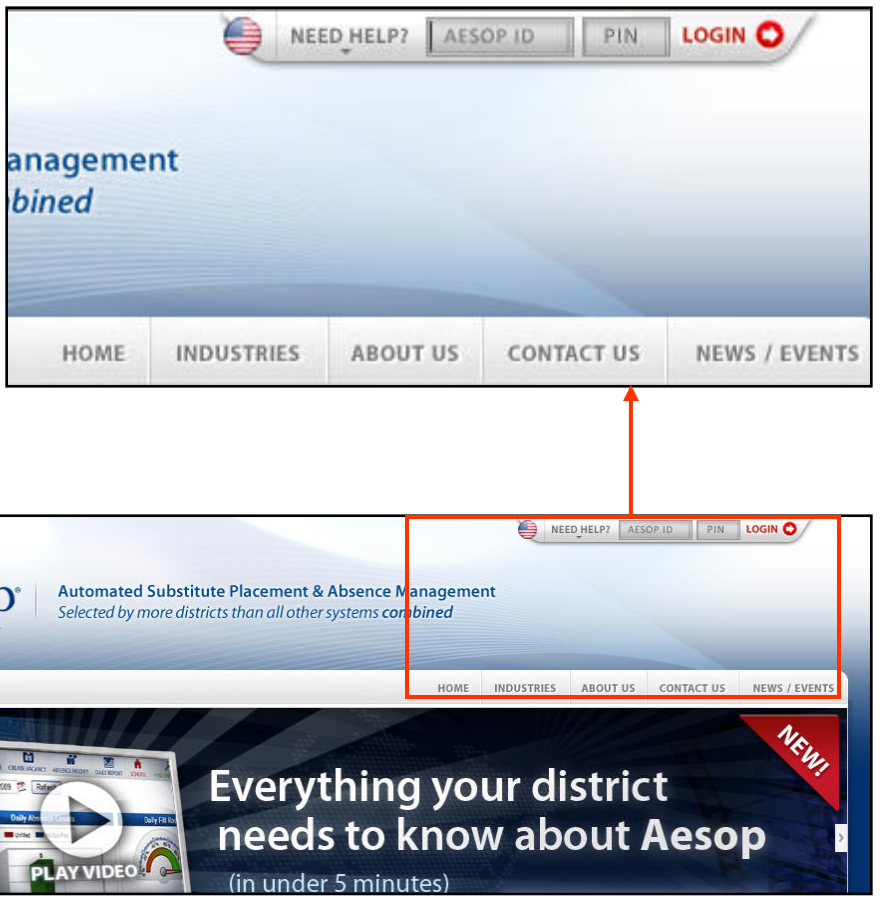
- Log on to the Aesop system
- View absences
- View substitute assignments
- View unfilled absences
- View available substitutes
- Assign a substitute to an absence
- Enter an absence for an employee
- Modify/Remove an absence
- Modify your School Preference List
- Understand Percent Visibility
- View call history
- View Employee Register
- Approve Employee Absence Requests
- Make voice recordings for your employees for use with the Aesop Phone System


FRONTLINE
PLACEMENT • TECHNOLOGIES
Aesop EDUCATION LOGIN
ID:
PIN:
Login
PIN REMINDER
LOGIN PROBLEMS
HELP
Welcome to Aesop
You are about to enter Aesop, the leading substitute placement and absence management service!
Please enter your ID and PIN number to login in to your Aesop account, or click the button below to learn more about Aesop's growing impact on education.
LEARN MORE

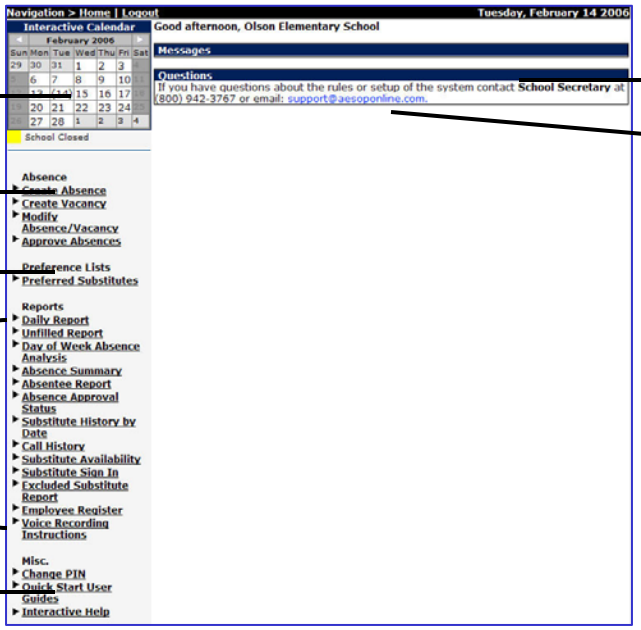
Log on to Aesop

In your Internet browser address bar enter: **www.aesoponline.com** and click **Go** button.

Enter your school's ID and Pin numbers or your Campus User ID and Pin. These would have been given to you by the Aesop administrator at your district.



Home Page



Interactive Calendar

Absence section

Preferred Subs

Reports section

Miscellaneous section

Messages section

Contact Info

Messages section

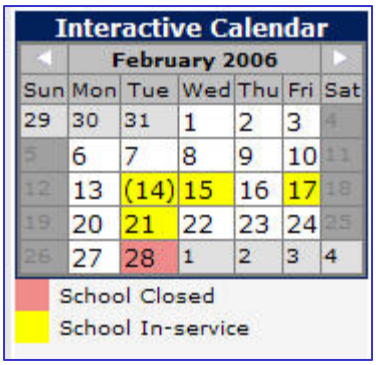
Any messages from the district office will appear in the Messages section.

Contact Info

Questions
If you have questions about the rules or setup of the system contact School Secretary at (800) 942-3767 or email: support@aesoponline.com.

If you have any questions regarding Aesop please contact this individual.

Interactive Calendar

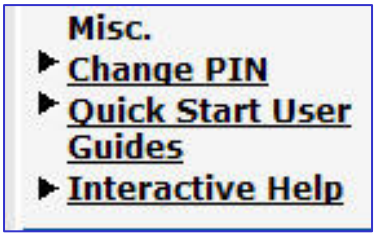

Interactive Calendar
February 2006
Sun Mon Tue Wed Thu Fri Sat
29 30 31 1 2 3
6 7 8 9 10
13 (14) 15 16 17
20 21 22 23 24
27 28 1 2 3 4
School Closed
School In-service

Aesop will display both Closed and In-Service Days for your school district.

Closed – absences entered on these dates will be automatically deleted.

In-Service – absence entered on these dates will be automatically marked as "Sub Not Needed."

Miscellaneous Section



You can Change your PIN, have access to all User Guides and the Interactive Help feature.

Absence Section

Creating an Absence

You have the ability to create absences on behalf of your employees.

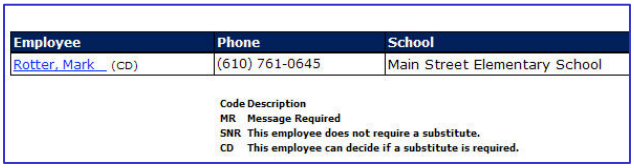
Click **Create Absence** link.

1. Select the Employee

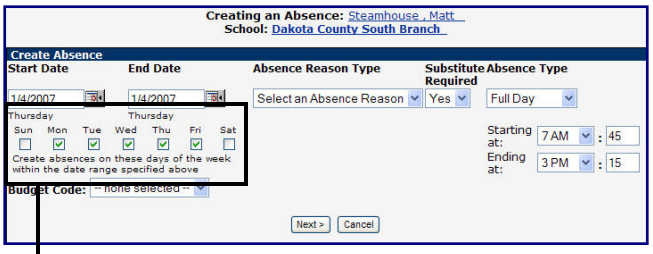
From the alpha-grouping click on the letter of the employee's last name or use the **Search** box.

Please choose the letter of last name of the employee for which you would like to enter an absence:
B E J L N P R S T W
Or Search by Last Name or Phone or Social Security:
Go

Click the name of the employee.



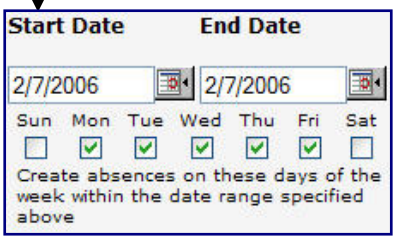
2. Entering an absence



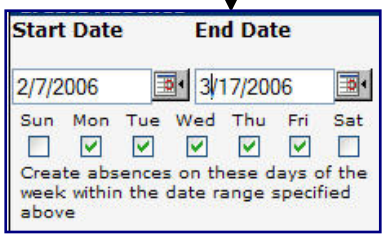
Absence Creation Screen One

Screen One

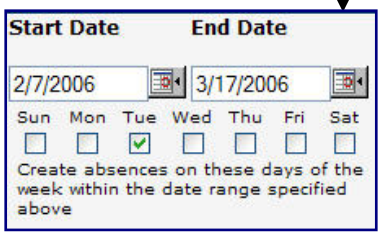
1. Enter Start Date
2. Enter End Date
3. Choose Absence Reason Type
4. Choose if a substitute is required
5. Specify Start and End times for the absence (if available)
6. Select a Budget Code for the duration of the absence
7. Click the **Next** button


Start Date
End Date
2/7/2006
2/7/2006
Sun Mon Tue Wed Thu Fri Sat
Create absences on these days of the week within the date range specified above

Single Day Absence. Enter the Start & End dates; you can disregard the Days of Week boxes.


Start Date
End Date
2/7/2006
3/17/2006
Sun Mon Tue Wed Thu Fri Sat
Create absences on these days of the week within the date range specified above

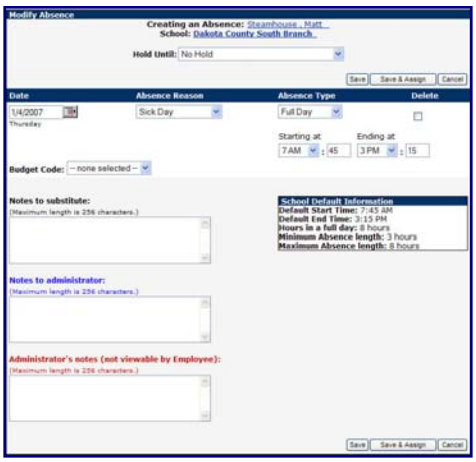
Long Term Absence. Enter the Start & End dates and leave all days checked.


Start Date
End Date
2/7/2006
3/17/2006
Sun Mon Tue Wed Thu Fri Sat
Create absences on these days of the week within the date range specified above

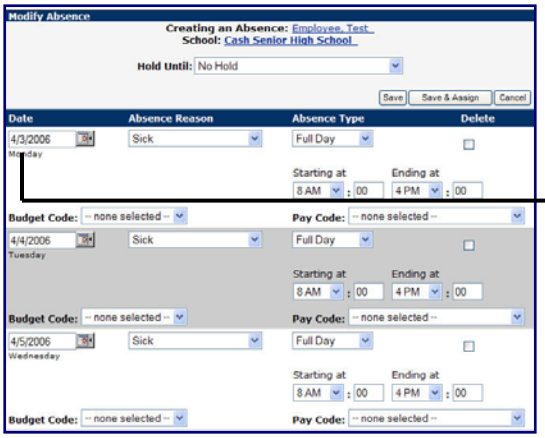
Recurring Absence. Enter the Start & End dates and click the Day(s) of Week boxes. Example above: every Tuesday for the next six weeks.

Screen Two

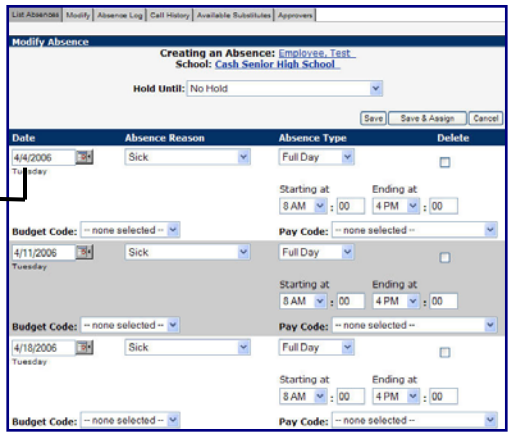
1. Review Hold Until option
2. Verify all absence information
3. **Notes to Substitute** section: notes for the substitute from the employee
4. **Notes to Administrator** section: notes viewable only by the principal from the employee
5. **Administrator's Notes** section: private notes from the administrator regarding this absence
6. Finalize absence
    1. Save – Aesop will find a substitute
    2. Save & Assign – you will assign a sub with whom you have **pre-arranged** the absence.



Absence Creation Screen Two. Single Day Absence shown.

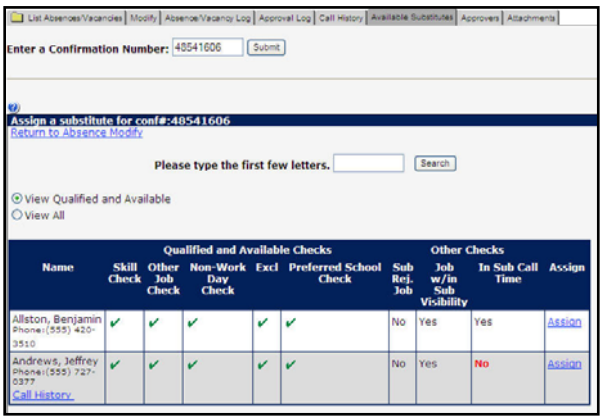


Day of Week displayed



Long Term Absence. Aesop will display the Day of the Week underneath the Date.

Recurring Absence. Aesop will display the Day of the Week underneath the Date.



Assigning sub to absence

3. Assign a Sub to an Absence*

* Find the substitute you wish to assign and click the Assign link

If you cannot find the pre-arranged sub's name:

* Click the **View All** button
* Aesop will display why the sub is unavailable or not qualified
* You can override the system by clicking the Assign link

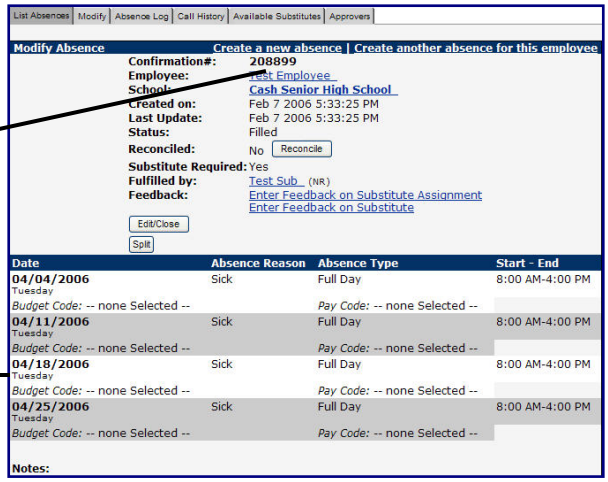
You need to contact the sub

Aesop will not contact a sub if you assign them to the absence. The sub's phone number is conveniently listed after their name.

4. Confirmation Number

Aesop will give you a confirmation number when the transaction is complete.

Aesop will display the Day of Week.

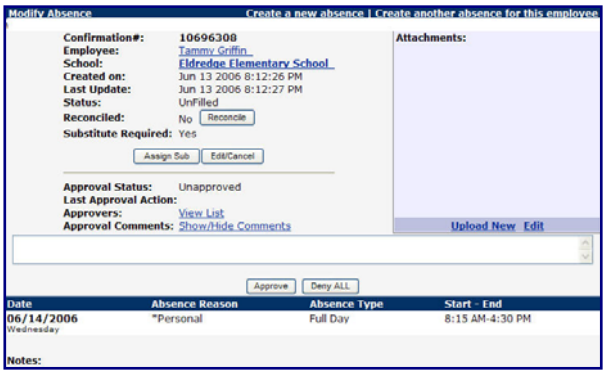

List Absences | Modify | Absence Log | Call History | Available Substitutes | Approvers
Modify Absence
Create a new absence | Create another absence for this employee
Confirmation#: 208899
Employee: Test Employee
School: Cash Senior High School
Created on: Feb 7 2006 5:33:25 PM
Last Update: Feb 7 2006 5:33:25 PM
Status: Filled
Reconciled: No Reconcile
Substitute Required: Yes
Fulfilled by: Test Sub (NR)
Feedback: Enter Feedback on Substitute Assignment
Enter Feedback on Substitute
Edit/Close
Split
Date | Absence Reason | Absence Type | Start - End
04/04/2006 Tuesday | Sick | Full Day | 8:00 AM-4:00 PM
Budget Code: -- none Selected -- | Pay Code: -- none Selected --
04/11/2006 Tuesday | Sick | Full Day | 8:00 AM-4:00 PM
Budget Code: -- none Selected -- | Pay Code: -- none Selected --
04/18/2006 Tuesday | Sick | Full Day | 8:00 AM-4:00 PM
Budget Code: -- none Selected -- | Pay Code: -- none Selected --
04/25/2006 Tuesday | Sick | Full Day | 8:00 AM-4:00 PM
Budget Code: -- none Selected -- | Pay Code: -- none Selected --
Notes:

Confirmation Number

5. Attaching a file

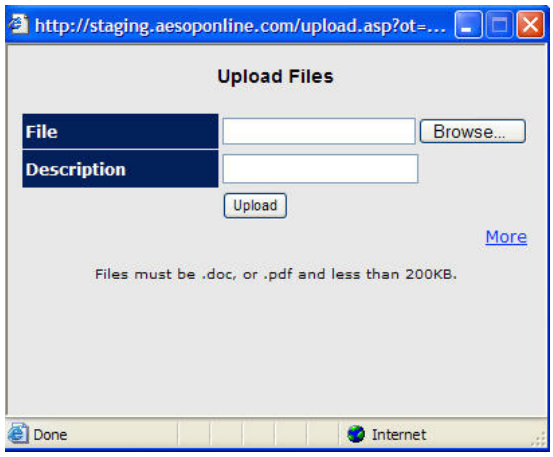
You can attach a file to the absence for the substitute to review. You can attach a Word document or a PDF file.

Click the Upload New link.


Modify Absence
Create a new absence | Create another absence for this employee
Confirmation#: 10696308
Employee: Tammy Griffin
School: Eldredge Elementary School
Created on: Jun 13 2006 8:12:26 PM
Last Update: Jun 13 2006 8:12:27 PM
Status: UnFilled
Reconciled: No Reconcile
Substitute Required: Yes
Assign Sub | Edit/Cancel
Approval Status: Unapproved
Last Approval Action:
Approvers: View List
Approval Comments: Show/Hide Comments
Attachments:
Upload New Edit
Approve | Deny ALL
Date | Absence Reason | Absence Type | Start - End
06/14/2006 Wednesday | *Personal | Full Day | 8:15 AM-4:30 PM
Notes:

In the *Upload Files* dialog box select the **File** using the Browse feature and then assign a **Description**.

Click the **Upload** button to load the file.



Upload Files dialog box

File has been successfully saved.

The attachment will be displayed in the **Attachments** section.

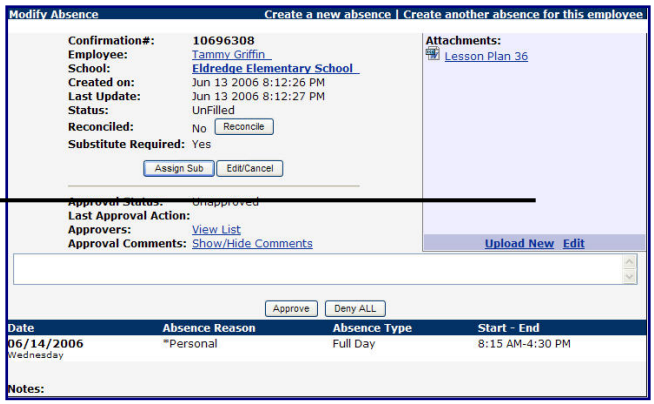
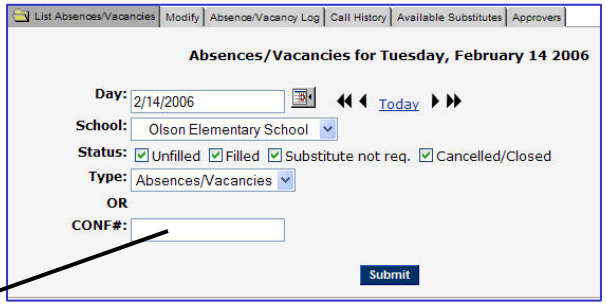

Modify Absence
Create a new absence | Create another absence for this employee
Confirmation#: 10696308
Employee: Tammy Griffin
School: Eldredge Elementary School
Created on: Jun 13 2006 8:12:26 PM
Last Update: Jun 13 2006 8:12:27 PM
Status: UnFilled
Reconciled: No Reconcile
Substitute Required: Yes
Assign Sub Edit/Cancel
Last Approval Action:
Approvers: View List
Approval Comments: Show/Hide Comments
Attachments:
Lesson Plan 36
Upload New Edit
Approve Deny ALL
Date Absence Reason Absence Type Start - End
06/14/2006 Wednesday *Personal Full Day 8:15 AM-4:30 PM
Notes:

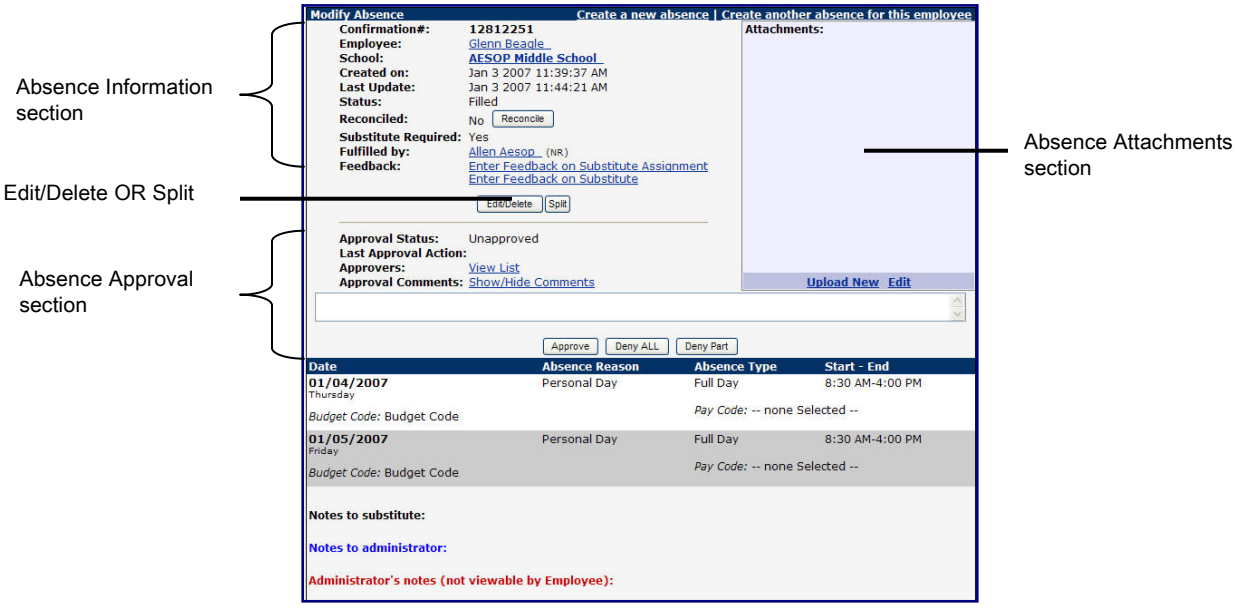
Figure 8.17 Upload Files dialog box

Modify An Absence*

Modify an Absence allows you to assign a sub, delete the absence partially or completely, or change any absence information.

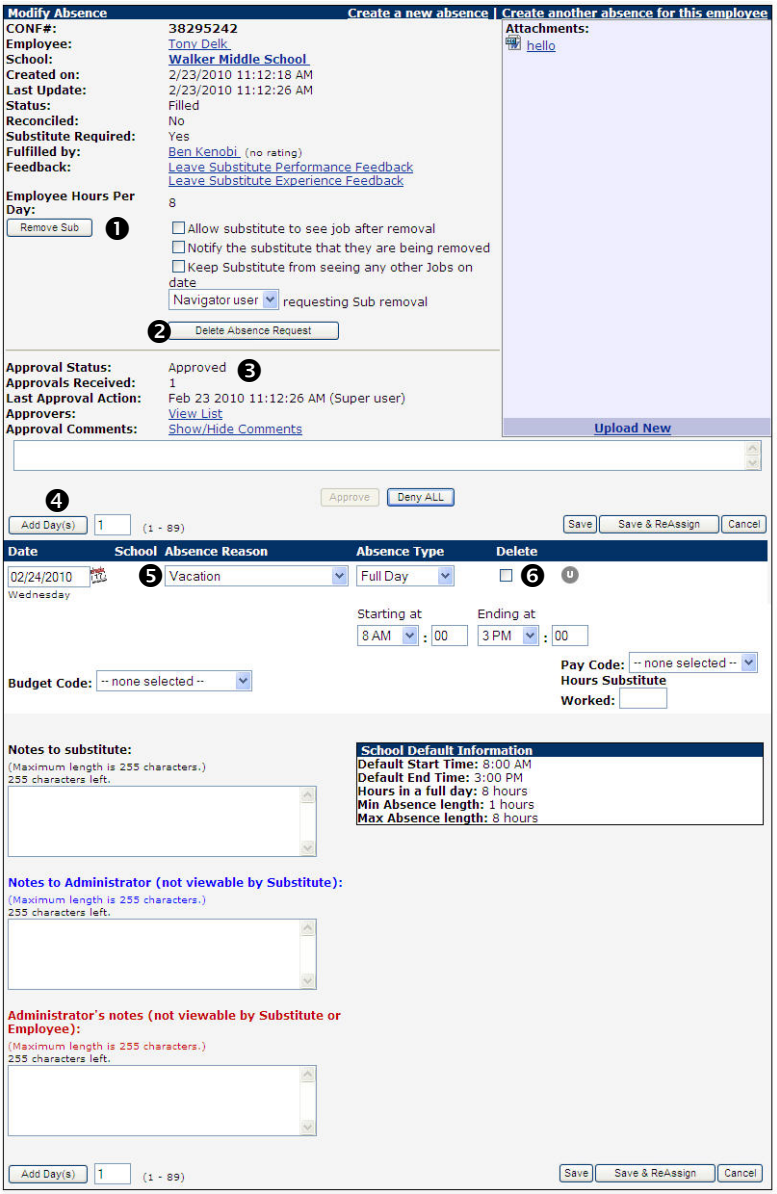
You can search for the absence either by date or enter the **Conf#**.


List Absences/Vacancies | Modify | Absence/Vacancy Log | Call History | Available Substitutes | Approvers
Absences/Vacancies for Tuesday, February 14 2006
Day: 2/14/2006 Today
School: Olson Elementary School
Status: Unfilled Filled Substitute not req. Cancelled/Closed
Type: Absences/Vacancies
OR
CONF#:
Submit


Absence Information section
Edit/Delete OR Split
Absence Approval section
Absence Attachments section
Modify Absence
Create a new absence | Create another absence for this employee
Confirmation#: 12812251
Employee: Glenn Beagle
School: AESOP Middle School
Created on: Jan 3 2007 11:39:37 AM
Last Update: Jan 3 2007 11:44:21 AM
Status: Filled
Reconciled: No Reconcile
Substitute Required: Yes
Fulfilled by: Allen Aesop (NR)
Feedback: Enter Feedback on Substitute Assignment
Enter Feedback on Substitute
Edit/Delete Split
Approval Status: Unapproved
Last Approval Action:
Approvers: View List
Approval Comments: Show/Hide Comments
Attachments:
Upload New Edit
Approve Deny ALL Deny Part
Date Absence Reason Absence Type Start - End
01/04/2007 Thursday Personal Day Full Day 8:30 AM-4:00 PM
Budget Code: Budget Code
Pay Code: -- none Selected --
01/05/2007 Friday Personal Day Full Day 8:30 AM-4:00 PM
Budget Code: Budget Code
Pay Code: -- none Selected --
Notes to substitute:
Notes to administrator:
Administrator's notes (not viewable by Employee):

Modify an Absence Overview (non-Edit mode)

Click the **Edit/Delete(Cancel)** button.



❶ **Remove Sub** – removes sub from the entire absence. You can select the user who is requesting the sub be removed: Navigator User, School, Substitute, or Employee. You can also select to allow the sub to still see this job, to be notified of the removal, and to see other jobs on this date.

❷ **Delete Absence Request** – deletes the entire absence request

❸ **Approval Status** – approve or deny this absence [Chapter 12]

❹ **Add Day(s)** – add additional days to this absence

❺ **Absence Information** – you can change any information regarding this absence request

❻ **Delete box** – this will remove a single day from the absence request

To leave this absence without saving please click the Cancel button.

Adding additional Days

1. Enter the number of additional days in the **Add Day(s)** box
2. Click the **Add Day(s)** button
3. Adjust any **Absence Information** when the additional dates appear
4. Click Save

Update Absence Details

1. Adjust any **Absence Information** as needed
2. Click Save

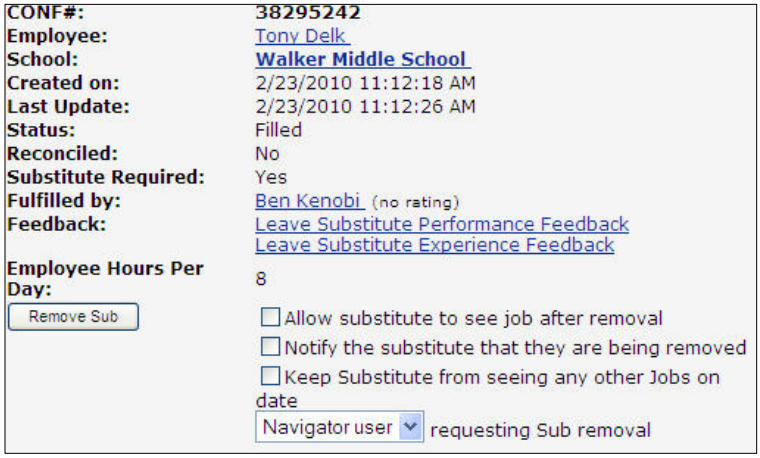
Remove Substitute from the entire job

1. Check Boxes
   - Do you want the sub to still see this job after they are removed?
   - Do you want Aesop to notify this sub they are being removed?
   - Do you want the sub to see other jobs on this date after they are removed?
2. Select the user who is requesting the sub removal
3. Click "Remove Sub"

4. When the Windows verification dialog box appears click **OK**

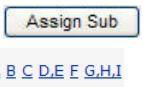
Remove Substitute from one day of a multiple day absence

You will need to split the absence and then remove the substitute from the job. Please see the **Absence Split** section below.


CONF#: 38295242
Employee: Tony Delk
School: Walker Middle School
Created on: 2/23/2010 11:12:18 AM
Last Update: 2/23/2010 11:12:26 AM
Status: Filled
Reconciled: No
Substitute Required: Yes
Fulfilled by: Ben Kenobi (no rating)
Feedback: Leave Substitute Performance Feedback
Leave Substitute Experience Feedback
Employee Hours Per Day: 8
Remove Sub
Allow substitute to see job after removal
Notify the substitute that they are being removed
Keep Substitute from seeing any other Jobs on date
Navigator user requesting Sub removal

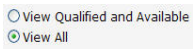
Remove Sub

Assign Substitute to job*



1. Click the **Assign Sub** button
2. Click the alpha-grouping or type in the last name of the sub
3. Click Assign.

If the sub's name does not appear



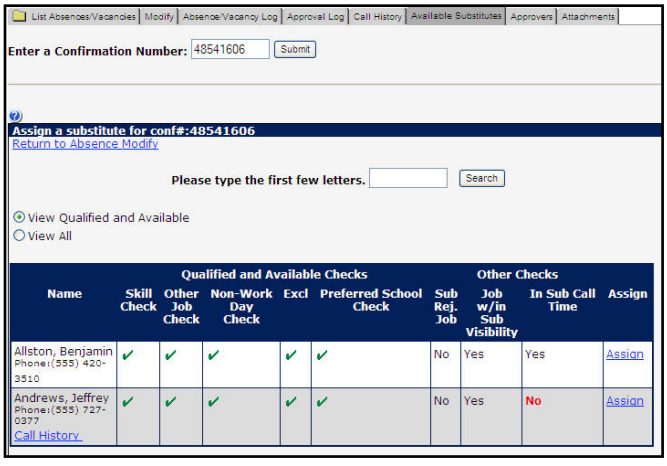
1. Click the **View All** radio button
2. Click Assign.

If the name still does not appear

The district has not given the substitute permission to accept jobs at your school.

If you wish to leave

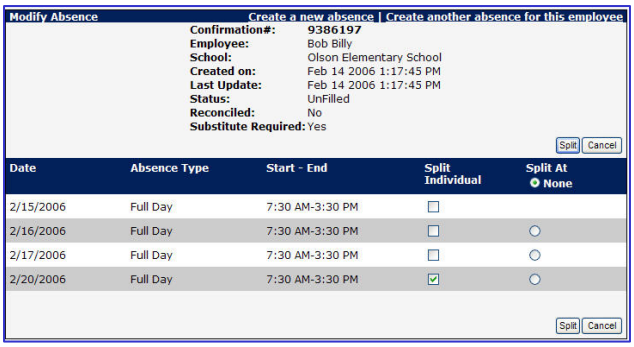
If you wish to leave the Assign Substitute screen please click **Return to Absence Modify (Unlock).** If you do not then the absence will be locked!


List Absences/Vacancies | Modify | Absence/Vacancy Log | Approval Log | Call History | Available Substitutes | Approvers | Attachments
Enter a Confirmation Number: 48541606 Submit
Assign a substitute for conf#:48541606
Return to Absence Modify
Please type the first few letters. Search
View Qualified and Available
View All
Qualified and Available Checks
Other Checks
Name | Skill Check | Other Job Check | Non-Work Day Check | Excl | Preferred School Check | Sub Rej. Job | Job w/in Sub Visibility | In Sub Call Time | Assign
Allston, Benjamin Phone:(555) 420-3510 | ✔ | ✔ | ✔ | ✔ | ✔ | No | Yes | Yes | Assign
Andrews, Jeffrey Phone:(555) 727-0377 Call History | ✔ | ✔ | ✔ | ✔ | ✔ | No | Yes | No | Assign

Assign Sub

Absence Split*

You can split an absence one of two ways:
1. Split Individual, or
2. Split At



Split Absence

To split an absence:

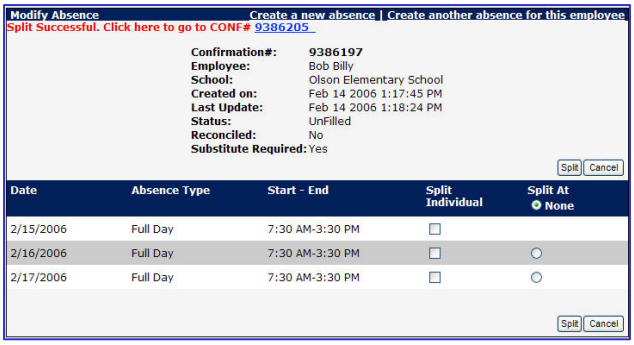
1. From the Absence Modify screen click **Split**.

2. *Split Individual* separates specific day(s) from the original absence. Click all that apply, **OR**

3. *Split at*: separates days beginning from this point forward.

4. Click the **Split** button to execute the action.

5. Aesop will create a new confirmation number.

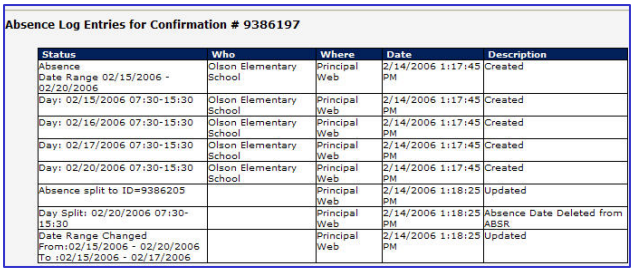


Split Absence. New confirmation number created

Absence Log

View all activity for a particular absence.

Research who created the absence, who modified it, and when. Everything that has happened to an absence over time is detailed here.

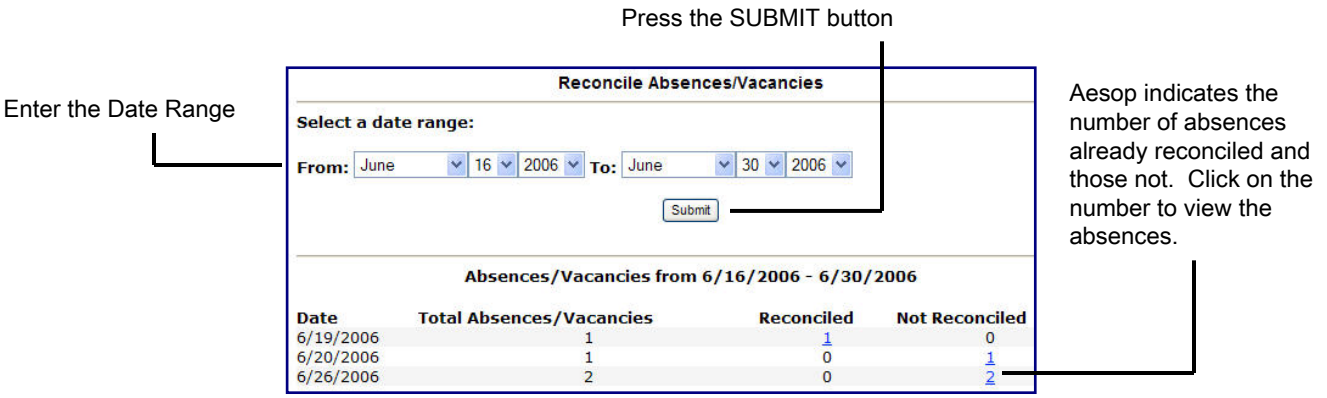

Absence Log Entries for Confirmation # 9386197
Status
Who
Where
Date
Description
Absence Date Range 02/15/2006 - 02/20/2006 Olson Elementary School Principal Web 2/14/2006 1:17:45 PM Created
Day: 02/15/2006 07:30-15:30 Olson Elementary School Principal Web 2/14/2006 1:17:45 PM Created
Day: 02/16/2006 07:30-15:30 Olson Elementary School Principal Web 2/14/2006 1:17:45 PM Created
Day: 02/17/2006 07:30-15:30 Olson Elementary School Principal Web 2/14/2006 1:17:45 PM Created
Day: 02/20/2006 07:30-15:30 Olson Elementary School Principal Web 2/14/2006 1:17:45 PM Created
Absence split to ID=9386205 Principal Web 2/14/2006 1:18:25 PM Updated
Day Split: 02/20/2006 07:30-15:30 Principal Web 2/14/2006 1:18:25 PM Absence Date Deleted from ABSR
Date Range Changed From:02/15/2006 - 02/20/2006 To :02/15/2006 - 02/17/2006 Principal Web 2/14/2006 1:18:25 PM Updated

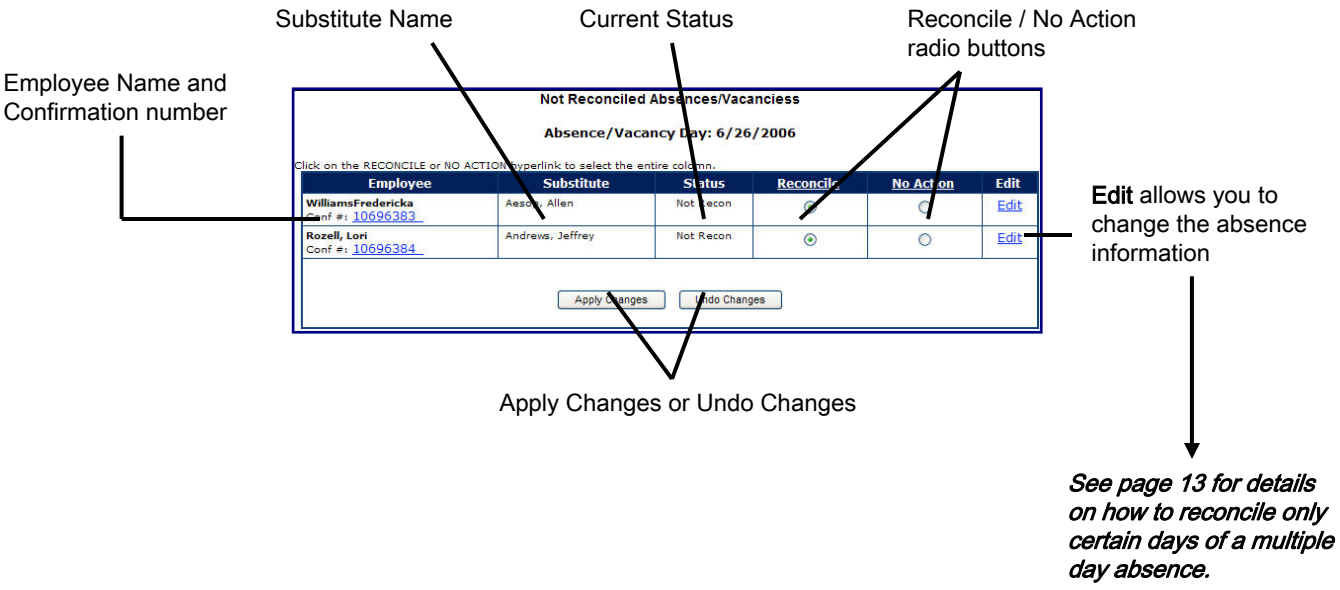
Original Confirmation Absence Log

Please note that the substitute will be notified that the absence was split. The substitute will also be notified if they have been removed from an absence if you have configured your settings accordingly.

Reconcile Absences*

You have the ability to reconcile absences as a group rather than reconciling per confirmation number.

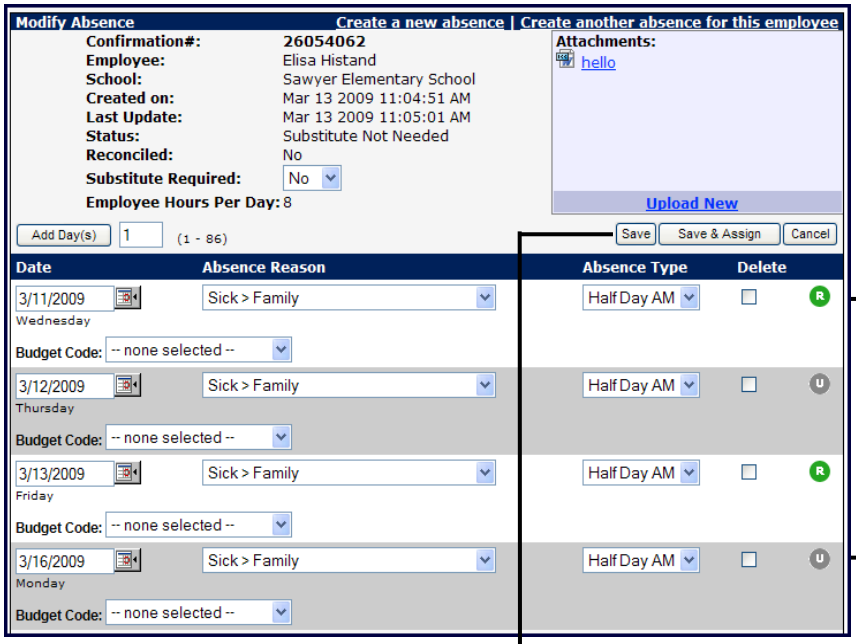

Press the SUBMIT button
Enter the Date Range
Reconcile Absences/Vacancies
Select a date range:
From: June 16 2006 To: June 30 2006
Submit
Absences/Vacancies from 6/16/2006 - 6/30/2006
Date | Total Absences/Vacancies | Reconciled | Not Reconciled
6/19/2006 | 1 | 1 | 0
6/20/2006 | 1 | 0 | 1
6/26/2006 | 2 | 0 | 2
Aesop indicates the number of absences already reconciled and those not. Click on the number to view the absences.


Substitute Name
Current Status
Reconcile / No Action radio buttons
Employee Name and Confirmation number
Not Reconciled Absences/Vacanciess
Absence/Vacancy Day: 6/26/2006
Click on the RECONCILE or NO ACTION hyperlink to select the entire column.
Employee | Substitute | Status | Reconcile | No Action | Edit
WilliamsFredericka Conf #: 10696383 | Aesop, Allen | Not Recon | Edit
Rozell, Lori Conf #: 10696384 | Andrews, Jeffrey | Not Recon | Edit
Apply Changes | Undo Changes
Edit allows you to change the absence information
Apply Changes or Undo Changes

See page 13 for details on how to reconcile only certain days of a multiple day absence.

Absence Reconciliation* – one day at a time

The screen below shows us this absence (see page 12) in **EDIT** mode. Any of the days of this absence can be reconciled by clicking on the 'U' circle corresponding with the appropriate absence day. Once the 'U' circle is clicked, it will turn to a green 'R'.

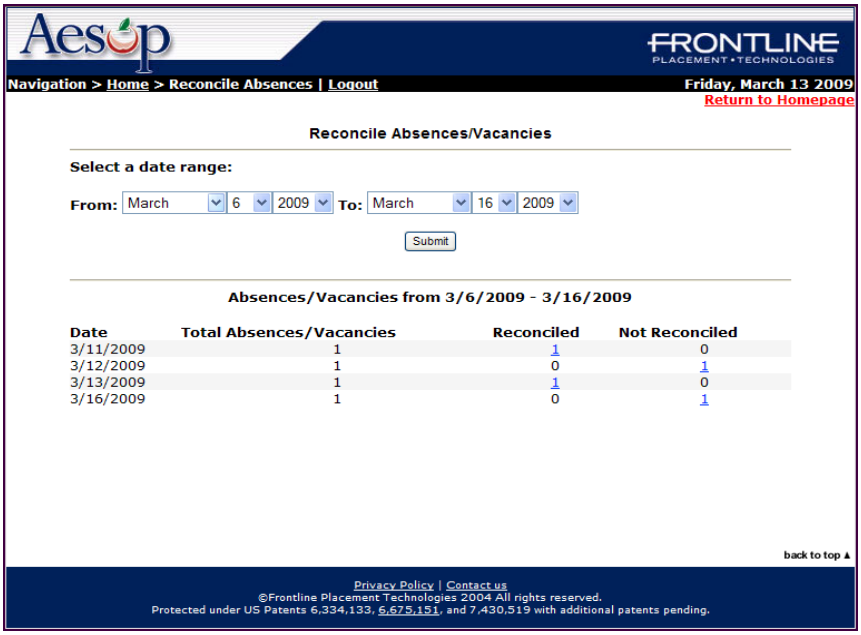


The 'R' within the **green** circle indicates that this particular day of the absence has been reconciled by the school

If a day of an absence is NOT reconciled, the letter 'U' will remain in a gray circle

After you choose the day or days you want to reconcile, remember to click the SAVE button

If you return to the **Reconcile Absence** screen and run the date range for the dates of our absence, we'll see two of the days are reconciled and the other two days remain not reconciled


Aesop
FRONTLINE PLACEMENT • TECHNOLOGIES
Navigation > Home > Reconcile Absences | Logout
Friday, March 13 2009
Return to Homepage
Reconcile Absences/Vacancies
Select a date range:
From: March 6 2009 To: March 16 2009
Submit
Absences/Vacancies from 3/6/2009 - 3/16/2009
Date | Total Absences/Vacancies | Reconciled | Not Reconciled
3/11/2009 | 1 | 1 | 0
3/12/2009 | 1 | 0 | 1
3/13/2009 | 1 | 1 | 0
3/16/2009 | 1 | 0 | 1
back to top
Privacy Policy | Contact us
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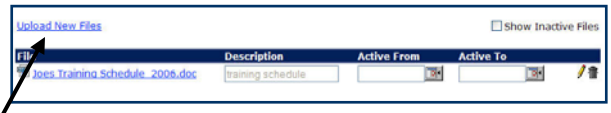
Protected under US Patents 6,334,133, 6,675,151, and 7,430,519 with additional patents pending.

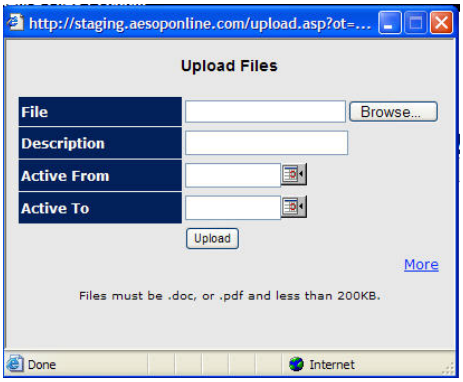
*Indicates functions that might not be used by your school

Absence/Vacancy Files*

You have the ability to upload files that will be automatically attach to every absence created at your school. You may want to include parking information or anything pertinent to your building.



Click on the Upload New Files link.



1. Using the **Browse** button search for your file.
2. Type in a brief **description**
3. Select the **Active From** and **To** dates
4. Click **Upload**

Files must be .doc, or .pdf and less than 200 KB.

Preferred Substitutes*

Depending on your districts decision each School may have their own preferred sub list. These individuals will be called first.

The preferred substitute list will either be set up with job visibility in days and hours, like that shown below (subs on this list will have access to jobs 7 days and 0 hours in advance) or your district may have this set up with **"Percent Visibility".** The concept of "Percent Visibility" is designed to allow substitutes to have access to available assignments at a certain point in time, based on the lead time of the absence.

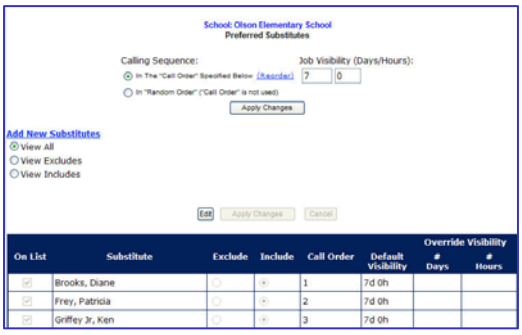
To add a new substitute:

A B C D,E F G,H,I

Apply Changes

1. Click the Add New Substitutes link
2. Click on the alphabet letter representing the desired substitute's last name (or enter substitute's last name into the "Search" box and click the **Search** button)
3. Click the "On List" box to select the substitute
4. Select either **Exclude** or **Include**
5. Enter days and hours if you wish to override the default visibility (optional)
6. Click the **Apply Changes** button to save*
7. Repeat Steps 2-6 for additional substitutes
8. Click the View Current Substitutes link to view your list

*If you do not wish to save the changes click the **Cancel** button.



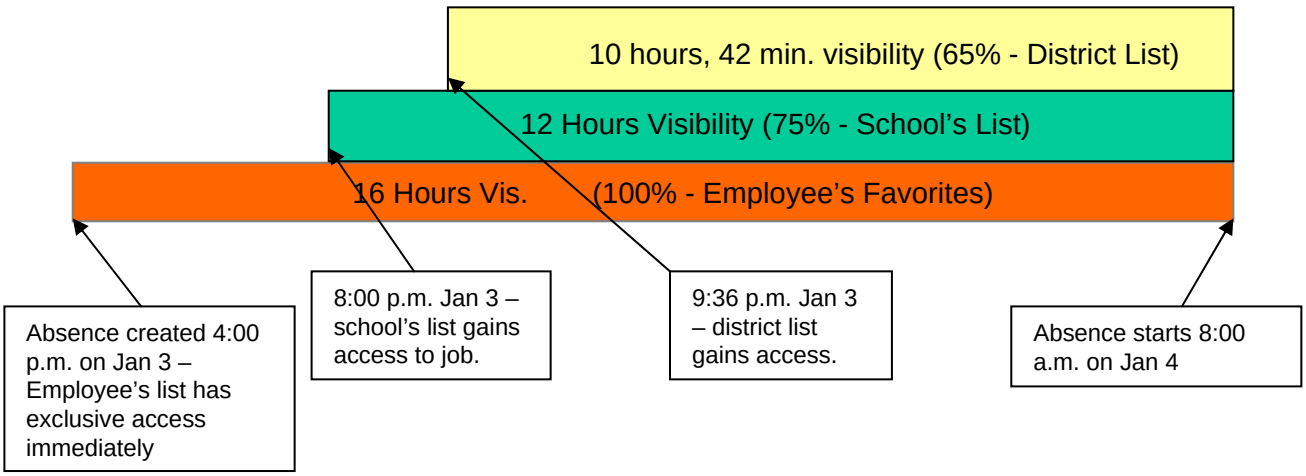
What is the concept of "Percent Visibility" *?

Your list of preferred substitutes will either begin to have access to assignments at your school a certain number of days in advance of the job beginning , or they will begin to have access to jobs for a certain percentage of the "lead time" of the absence, depending on the method that is utilized at your district.

1. **Best Match** – Employee's preferred or "favorite five" substitute.
2. **Second Best Match** – School's Preferred substitute.
3. **Finally** – District Level (non-preferred substitute)

Lead Time is a key concept when dealing with this feature. Lead time is calculated as the time difference between when the absence is entered and the time that the absence starts.

Example: "Ellen" the employee creates an absence at 4:00 p.m. on January 3rd, and her absence starts at 8:00 a.m. on January 4th. This gives the system exactly 16 hours and 0 minutes of lead time.


10 hours, 42 min. visibility (65% - District List)
12 Hours Visibility (75% - School's List)
16 Hours Vis. (100% - Employee's Favorites)
Absence created 4:00 p.m. on Jan 3 – Employee's list has exclusive access immediately
8:00 p.m. Jan 3 – school's list gains access to job.
9:36 p.m. Jan 3 – district list gains access.
Absence starts 8:00 a.m. on Jan 4

1. Ellen's list of favorite or preferred subs would have visibility for 100% of the lead time. The employee's preferred sub would have access to the job beginning at 4:00 p.m. on Jan 3.
2. In our example, the school's favorite subs have been configured to see the jobs for only 75% of the lead time. 75% of 16 hours is 12 hours. School's preferred subs would begin to have access to the job at 8:00 p.m., 12 hours before the absence starts.
3. District preferred subs have been configured to have access to the job for 65% of the lead time. In this case, they would begin to see the job 10 hours and 24 minutes before it starts, or at 9:36 p.m.

The percentage calculations are all determined by your district's Aesop administrator. For specific information on how your district is setup, please contact your local Aesop contact.

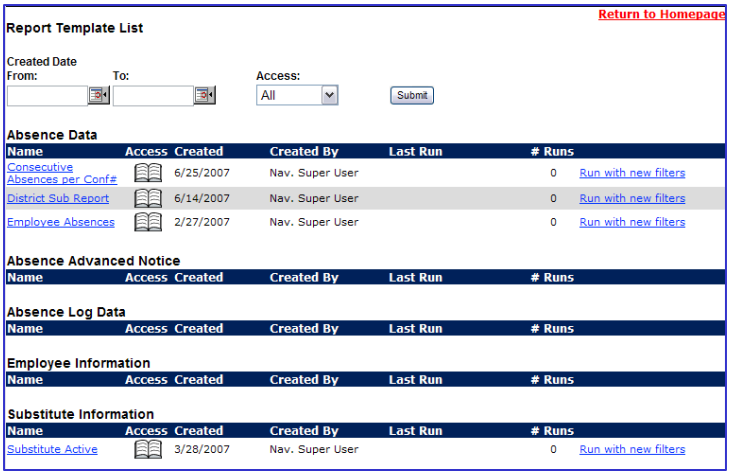
Reports Section

We will briefly review a few of the most commonly used reports.

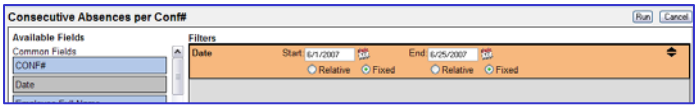
Report Writer Reports*

Custom reports are created at the district level and accessible at the principal level.

Find the report you wish to run and click the Run with new filters link.


Return to Homepage
Report Template List
Created Date
From:
To:
Access:
All
Submit
Absence Data
Name Access Created Created By Last Run # Runs
Consecutive Absences per Conf# 6/25/2007 Nav. Super User 0 Run with new filters
District Sub Report 6/14/2007 Nav. Super User 0 Run with new filters
Employee Absences 2/27/2007 Nav. Super User 0 Run with new filters
Absence Advanced Notice
Name Access Created Created By Last Run # Runs
Absence Log Data
Name Access Created Created By Last Run # Runs
Employee Information
Name Access Created Created By Last Run # Runs
Substitute Information
Name Access Created Created By Last Run # Runs
Substitute Active 3/28/2007 Nav. Super User 0 Run with new filters

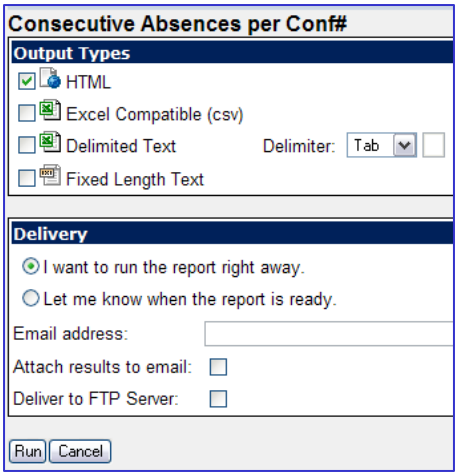
Edit the Filter(s) and then click **Run**.



You can now choose your Output Type. **HTML** displays the report as if you were viewing a Web site. **Excel Compatible (csv)** allows you to export the report into Excel for further data manipulation.

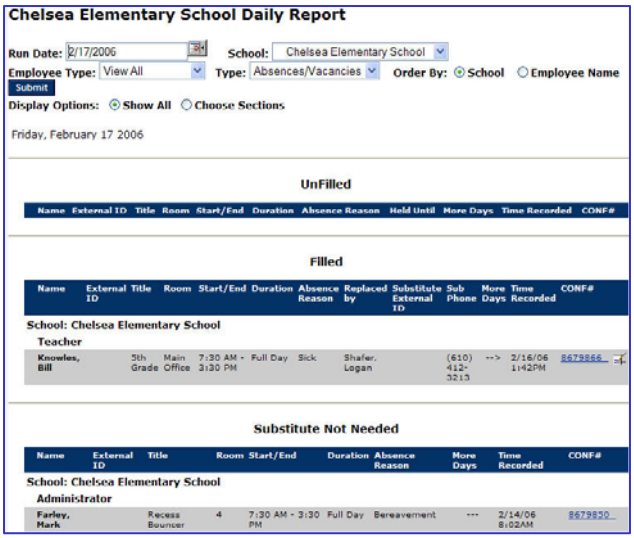
You also have the option for Aesop to e-mail you the results by entering your e-mail address and clicking the checkbox.

Click **Run**.



Daily Report

Most widely used report within Aesop. The Daily Report lists all absence information.


Chelsea Elementary School Daily Report
Run Date: 2/17/2006
School: Chelsea Elementary School
Employee Type: View All
Type: Absences/Vacancies
Order By: School Employee Name
Submit
Display Options: Show All Choose Sections
Friday, February 17 2006
UnFilled
Name External ID Title Room Start/End Duration Absence Reason Hold Until More Days Time Recorded CONF#
Filled
Name External ID Title Room Start/End Duration Absence Reason Replaced by Substitute External ID Sub Phone More Days Time Recorded CONF#
School: Chelsea Elementary School
Teacher
Knowles, Bill 5th Grade Main Office 7:30 AM - 3:30 PM Full Day Sick Shafer, Logan (610) 412-3213 --> 2/16/06 1:42PM 8679866
Substitute Not Needed
Name External ID Title Room Start/End Duration Absence Reason More Days Time Recorded CONF#
School: Chelsea Elementary School
Administrator
Farley, Mark Recess Bouncer 4 7:30 AM - 3:30 PM Full Day Bereavement --- 2/14/06 8:02AM 8679850

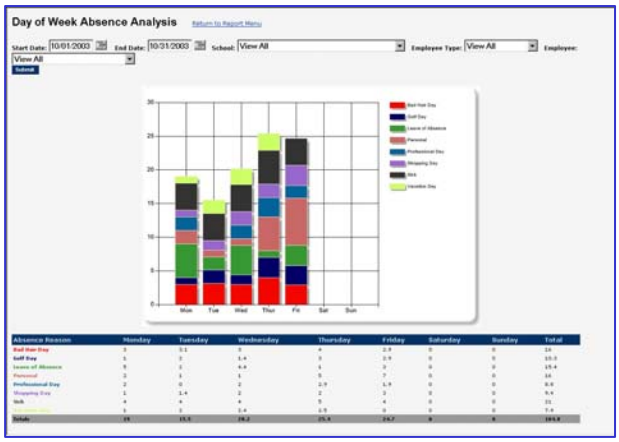
Unfilled – absences requiring subs but currently do not have one

Filled – absences requiring subs and currently are filled

Sub Not Needed – absences that do not require sub replacement

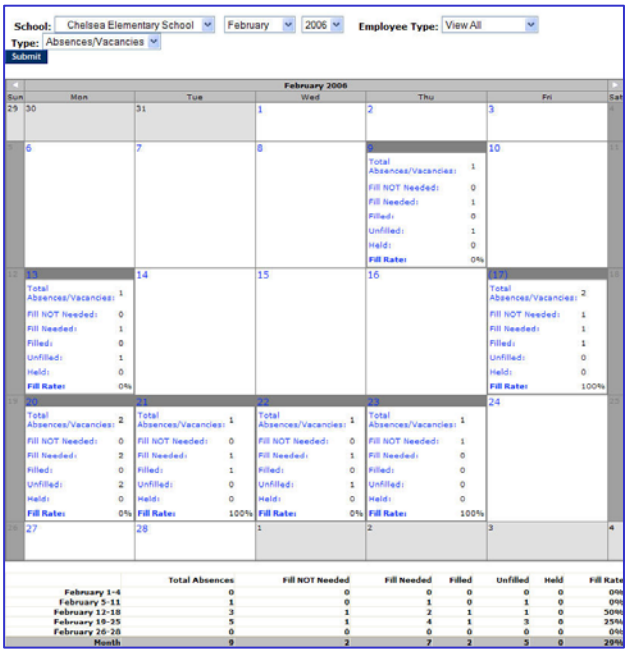
Day of Week Absence Analysis

Breaks absences down by day, absence reason and employee. Maximum date range 365 days.



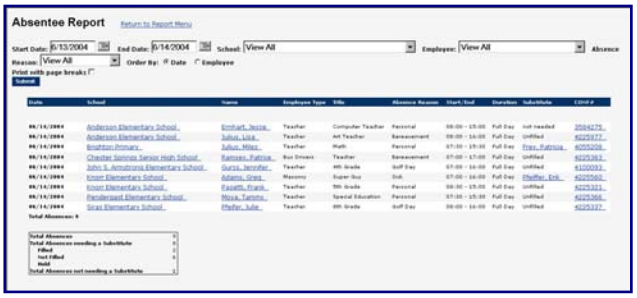
Absence Summary Report

Monthly calendar. Weekly totals at the bottom of report.


School: Chelsea Elementary School
February
2006
Employee Type: View All
Type: Absences/Vacancies
Submit
February 2006
Sun Mon Tue Wed Thu Fri Sat
Total Absences/Vacancies:
Fill NOT Needed:
Fill Needed:
Filled:
Unfilled:
Held:
Fill Rate:
Total Absences Fill NOT Needed Fill Needed Filled Unfilled Held Fill Rate
February 1-4 0 0 0 0 0 0 0%
February 5-11 1 0 1 0 1 0 0%
February 12-18 3 1 2 1 1 0 50%
February 19-25 5 1 4 1 3 0 25%
February 26-28 0 0 0 0 0 0 0%
Month 9 2 7 2 5 0 29%

Absentee Report

The same information as the Daily Report except for a date range. If you run the report per school, maximum date range is 92 days. If you run the report for an individual employee maximum date range is 365 days.

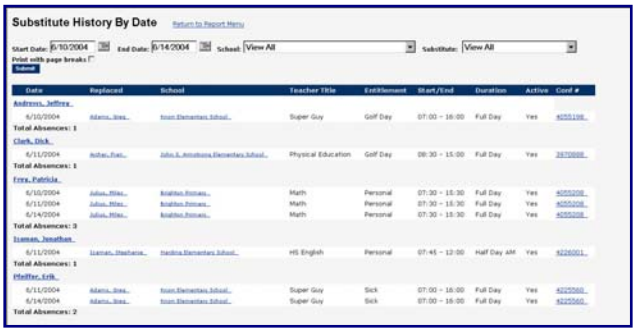


Absence Approval

Approve absences via this report by clicking the Approve absences for this date range link at the beginning.

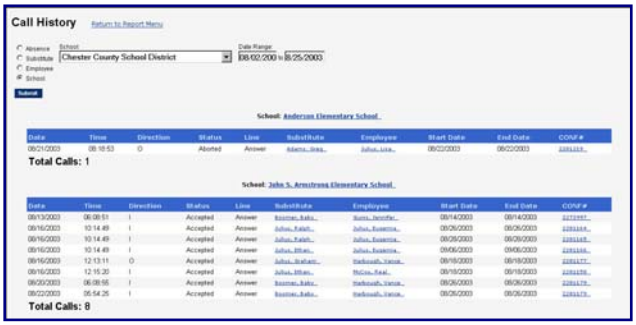
History By Date

Absentee report sorted by Substitute and totaled. Filterable by: Substitute. If you run the report per school maximum date range is 92 days. If you run the report for an individual substitute maximum date range is 365 days.



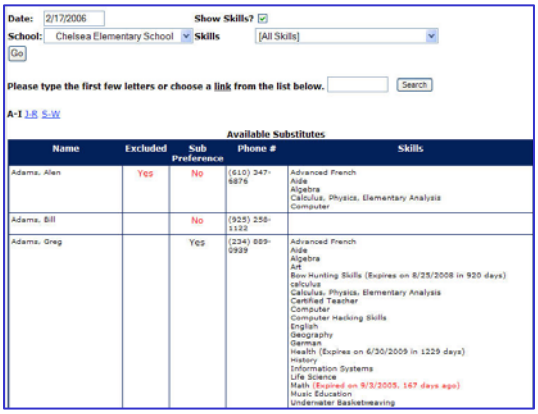
Call History Report

View all outbound phone calls from Aesop to substitutes, as well as all inbound phone calls to Aesop from substitutes. This report also displays the details of these phone calls.



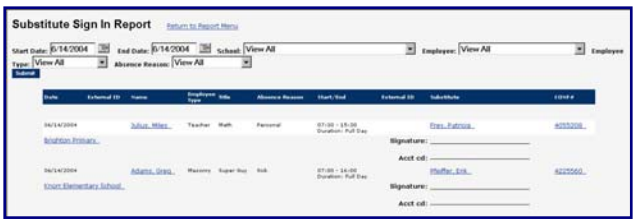
Substitute Availability Report

You can review the availability of all subs for a specific date. This report also allows you to view all sub skills and whether the sub prefers to work at your school location or not.



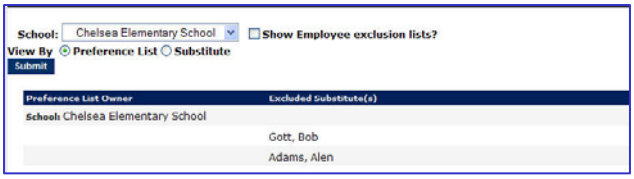
Substitute Sign In

Use this report for your substitutes to sign in when they arrive at school.



Substitute Exclusions

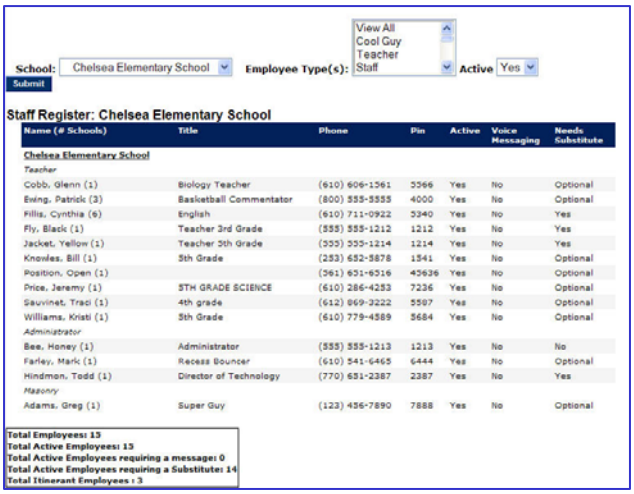
View all substitutes you have excluded from your school.



Employee Register

Register can be broken down by employee types. Sorted by active, inactive or both.

If a teacher forgets their Pin number you can retrieve it from this report.

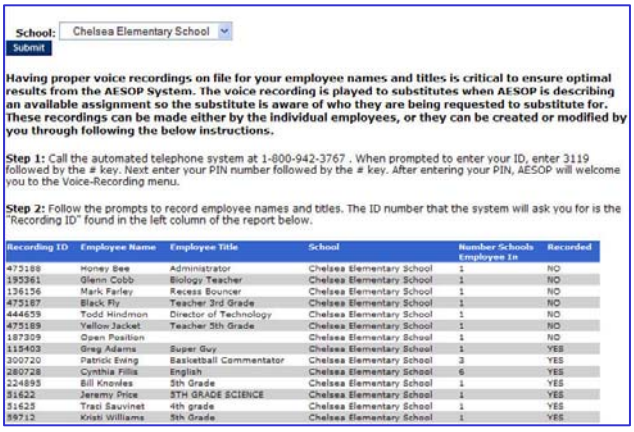

School: Chelsea Elementary School
Submit
Employee Type(s): View All, Cool Guy, Teacher, Staff
Active Yes
Staff Register: Chelsea Elementary School
Name (# Schools)
Title
Phone
Pin
Active
Voice Messaging
Needs Substitute
Chelsea Elementary School
Teacher
Cobb, Glenn (1) Biology Teacher (610) 606-1561 5566 Yes No Optional
Ewing, Patrick (3) Basketball Commentator (800) 555-5555 4000 Yes No Optional
Fillis, Cynthia (6) English (610) 711-0922 5340 Yes No Yes
Fly, Black (1) Teacher 3rd Grade (555) 555-1212 1212 Yes No Yes
Jacket, Yellow (1) Teacher 5th Grade (555) 555-1214 1214 Yes No Yes
Knowles, Bill (1) 5th Grade (253) 652-5878 1541 Yes No Optional
Position, Open (1) (561) 651-6516 45636 Yes No Optional
Price, Jeremy (1) 5TH GRADE SCIENCE (610) 286-4253 7236 Yes No Optional
Sauvinet, Traci (1) 4th grade (612) 869-3222 5597 Yes No Optional
Williams, Kristi (1) 5th Grade (610) 779-4589 5684 Yes No Optional
Administrator
Bee, Honey (1) Administrator (555) 555-1213 1213 Yes No No
Farley, Mark (1) Recess Bouncer (610) 541-6465 6444 Yes No Optional
Hindmon, Todd (1) Director of Technology (770) 651-2387 2387 Yes No Yes
Masonry
Adams, Greg (1) Super Guy (123) 456-7890 7888 Yes No Optional
Total Employees: 15
Total Active Employees: 15
Total Active Employees requiring a message: 0
Total Active Employees requiring a Substitute: 14
Total Itinerant Employees : 3

Voice Recording Instructions

You have the ability to voice record your employees name and title. Just follow the phone system instructions and Aesop will prompt you for the **Recording ID** (number at the far left of the name).

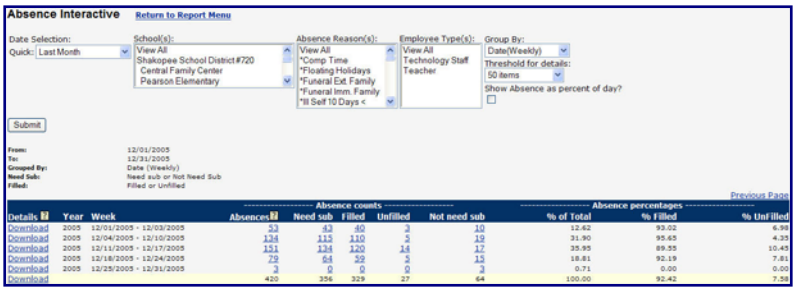
Format: first & last name, grade level and subject matter if applicable. Example:

"Joe Doe 1st Grade" or "Joe Doe 8th Grade Social Studies."


School: Chelsea Elementary School
Submit
Having proper voice recordings on file for your employee names and titles is critical to ensure optimal results from the AESOP System. The voice recording is played to substitutes when AESOP is describing an available assignment so the substitute is aware of who they are being requested to substitute for. These recordings can be made either by the individual employees, or they can be created or modified by you through following the below instructions.
Step 1: Call the automated telephone system at 1-800-942-3767 . When prompted to enter your ID, enter 3119 followed by the # key. Next enter your PIN number followed by the # key. After entering your PIN, AESOP will welcome you to the Voice-Recording menu.
Step 2: Follow the prompts to record employee names and titles. The ID number that the system will ask you for is the "Recording ID" found in the left column of the report below.
Recording ID
Employee Name
Employee Title
School
Number Schools Employee In
Recorded
475188 Honey Bee Administrator Chelsea Elementary School 1 NO
195361 Glenn Cobb Biology Teacher Chelsea Elementary School 1 NO
136136 Mark Farley Recess Bouncer Chelsea Elementary School 1 NO
475187 Black Fly Teacher 3rd Grade Chelsea Elementary School 1 NO
444659 Todd Hindmon Director of Technology Chelsea Elementary School 1 NO
475189 Yellow Jacket Teacher 5th Grade Chelsea Elementary School 1 NO
187309 Open Position Chelsea Elementary School 1 NO
115403 Greg Adams Super Guy Chelsea Elementary School 1 YES
300720 Patrick Ewing Basketball Commentator Chelsea Elementary School 3 YES
280728 Cynthia Fillis English Chelsea Elementary School 6 YES
224895 Bill Knowles 5th Grade Chelsea Elementary School 1 YES
31622 Jeremy Price 5TH GRADE SCIENCE Chelsea Elementary School 1 YES
31625 Traci Sauvinet 4th grade Chelsea Elementary School 1 YES
98712 Kristi Williams 5th Grade Chelsea Elementary School 1 YES

Absence Interactive

The Absence Interactive report allows the administrator to pull information and statistics from Aesop for a large date range. This report also offers a variety of ways that the data can be grouped, and also gives the user the ability to download the detailed data to an Excel spreadsheet.



Miscellaneous Section

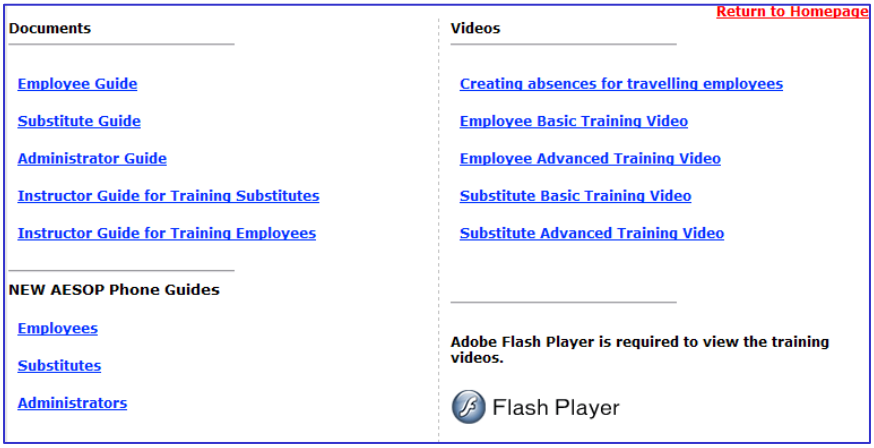
You can Change your PIN, have access to all User Guides and the Interactive Help feature.

Change Pin

Enter your current Pin then enter the New Pin and retype it. Make sure you tell everyone who uses this Pin you have changed it.

Quick Start User Guides

You have the ability to view/print the QuickStart User guides and the phone guides. You also have access to the Aesop Employee and Substitute Training Videos.



Absence Approval Process

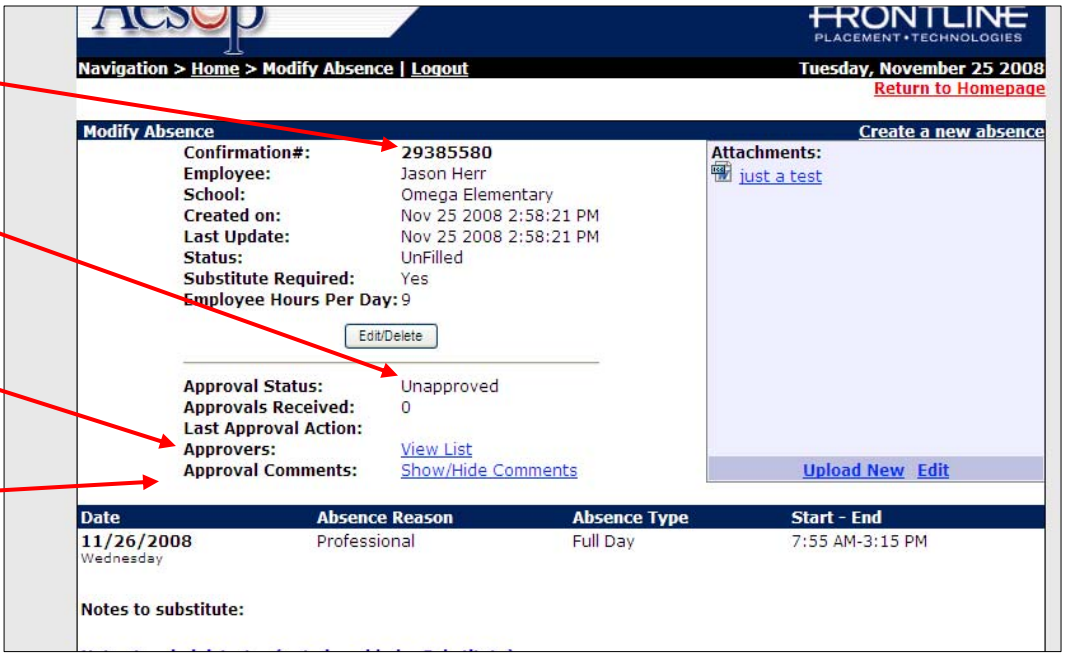
1. **Absence is created by the employee for an absence reason which requires approval**
2. **IF – there is a HOLD UNTIL APPROVED setting – then the absence WILL NOT be shown to substitutes until it has been approved.**
3. **The Administrator who is responsible for approving the absence will get an email**
4. **Administrator logs in to website – can click to Approve one or more absences**
5. **Employee can receive an email when the absence has been approved**
6. **If another Level of Approval has been created the process would continue**

Absence created

Approval Status

Approvers listed

Comments about approval



Administrator receives an email.

An absence that needs approval has been created for Jason Herr (Math).

Starting: 11/26/2008
Number of absences: 1
Requires Substitute: Yes

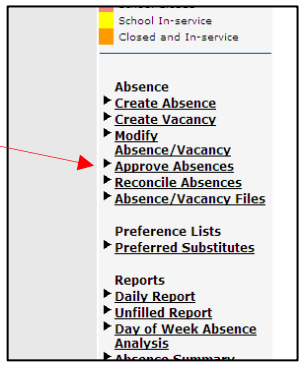
Click here to view this absence:
http://www.aesoponline.com/login.asp?location=absenceModify.asp?TB=TAB6%26TB2=%26absr_id=29385580

Click here to view a list of absences needing approval:
http://www.aesoponline.com/login.asp?location=abs_ApproveList.asp?%26startdate=%26enddate=11/26/2008%26status=0,%202

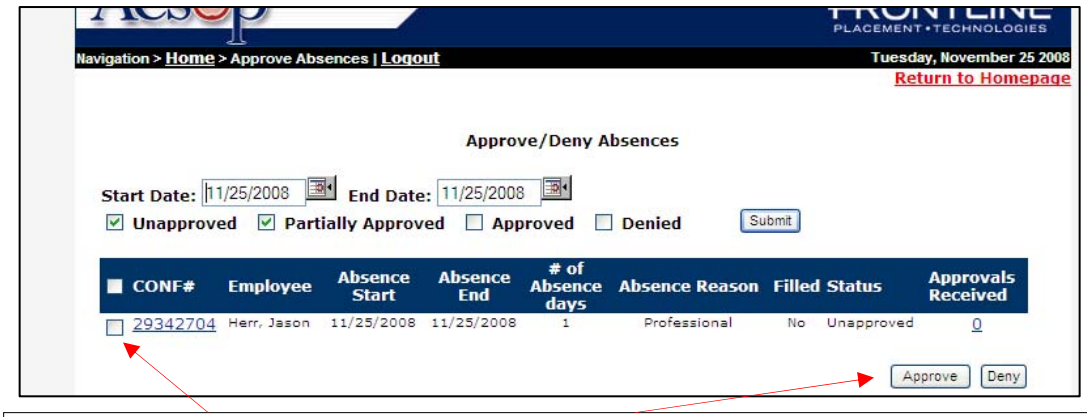
Please do not reply to this system generated message. If you need help or have additional questions, please send an email to mailto:ben825@juno.com.

Thank you for using the substitute assignment system.
Powered by AESOP.

On the Administrator website, click on "Approve Absences"

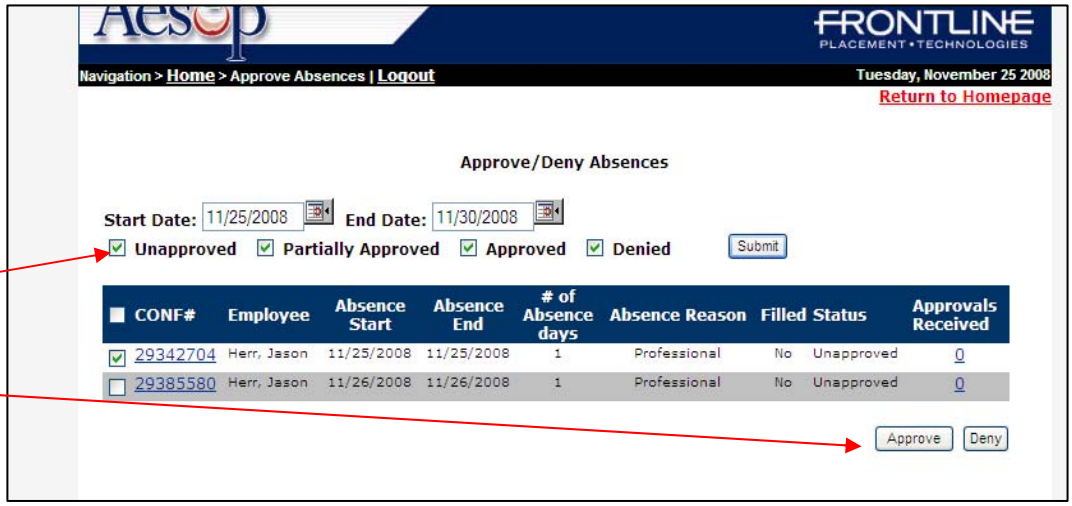


Approval Report allows date range, view and action on all absences that have been entered for approval


PLACEMENT • TECHNOLOGIES
Navigation > Home > Approve Absences | Logout
Tuesday, November 25 2008
Return to Homepage
Approve/Deny Absences
Start Date: 11/25/2008 End Date: 11/25/2008
Unapproved Partially Approved Approved Denied
Submit
CONF# Employee Absence Start Absence End # of Absence days Absence Reason Filled Status Approvals Received
29342704 Herr, Jason 11/25/2008 11/25/2008 1 Professional No Unapproved 0
Approve Deny

Check the box on the left and click "Approve" or "Deny" - when an absence is Denied – the absence is deleted but is still visible for review.

Multiple absences can be approved or denied in this report as well.

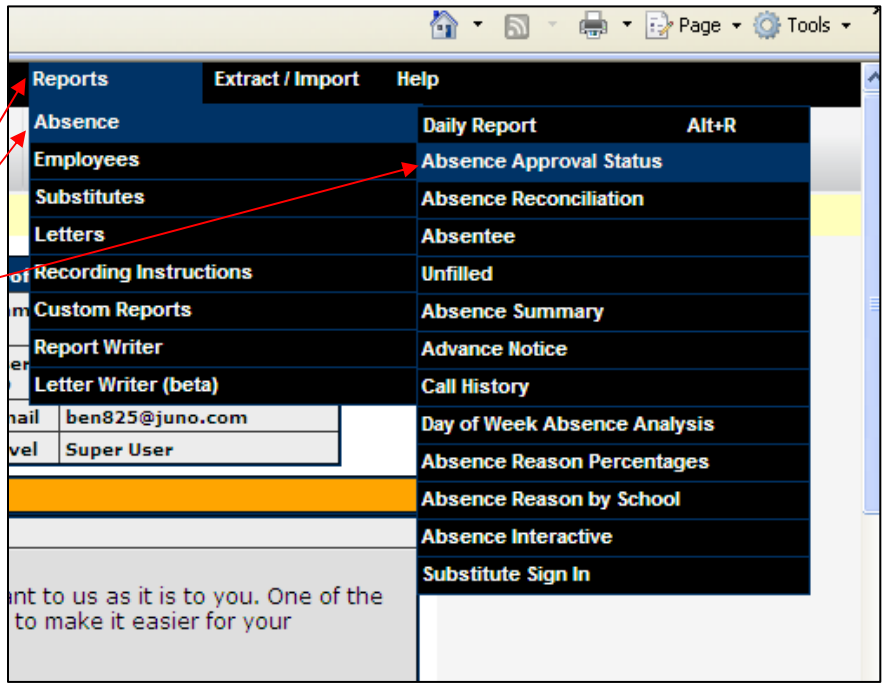

FRONTLINE
PLACEMENT • TECHNOLOGIES
Navigation > Home > Approve Absences | Logout
Tuesday, November 25 2008
Return to Homepage
Approve/Deny Absences
Start Date: 11/25/2008 End Date: 11/30/2008
Unapproved Partially Approved Approved Denied
Submit
CONF# Employee Absence Start Absence End # of Absence days Absence Reason Filled Status Approvals Received
29342704 Herr, Jason 11/25/2008 11/25/2008 1 Professional No Unapproved 0
29385580 Herr, Jason 11/26/2008 11/26/2008 1 Professional No Unapproved 0
Approve Deny

The Web Navigator can check the status of Approvals.
They can also approve the absences if they have the permission.

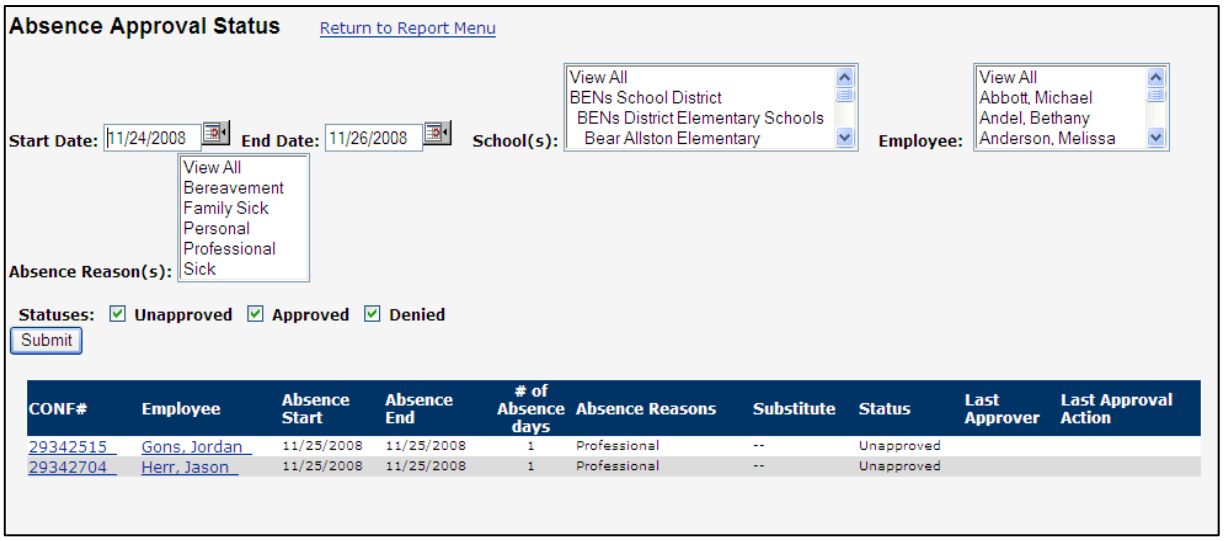
Click Reports

Absence

Absence Approval Status



The Web Navigator is able to view the Status on all of the Approvals.

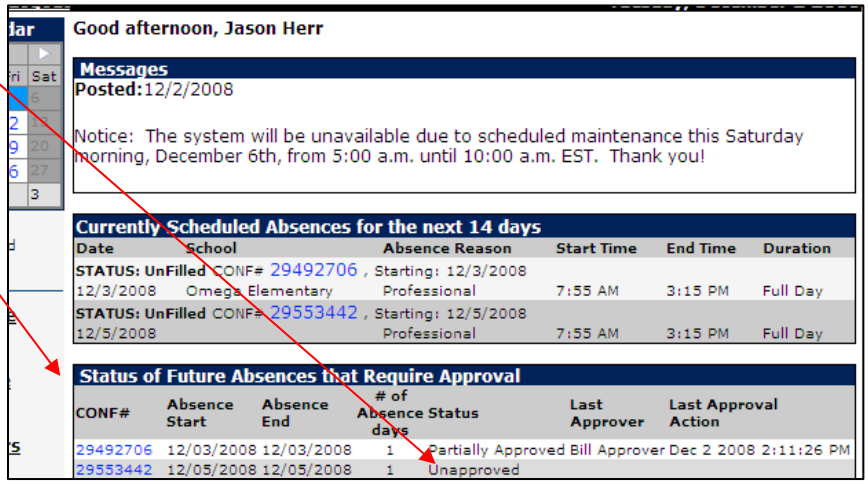

Absence Approval Status
Return to Report Menu
Start Date: 11/24/2008
End Date: 11/26/2008
School(s): View All, BENs School District, BENs District Elementary Schools, Bear Allston Elementary
Employee: View All, Abbott, Michael, Andel, Bethany, Anderson, Melissa
Absence Reason(s): View All, Bereavement, Family Sick, Personal, Professional, Sick
Statuses: Unapproved Approved Denied
Submit
CONF# Employee Absence Start Absence End # of Absence days Absence Reasons Substitute Status Last Approver Last Approval Action
29342515 Gons, Jordan 11/25/2008 11/25/2008 1 Professional -- Unapproved
29342704 Herr, Jason 11/25/2008 11/25/2008 1 Professional -- Unapproved

The Employee side of Approvals

Employee Creates an Absence that needs Approval –

The Administrator Approves or Denies the Absence

Employee can check the Status of the absence at their website


Good afternoon, Jason Herr
Messages
Posted:12/2/2008
Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!
Currently Scheduled Absences for the next 14 days
Date School Absence Reason Start Time End Time Duration
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008
12/3/2008 Omega Elementary Professional 7:55 AM 3:15 PM Full Day
STATUS: UnFilled CONF# 29553442 , Starting: 12/5/2008
12/5/2008 Professional 7:55 AM 3:15 PM Full Day
Status of Future Absences that Require Approval
CONF# Absence Start Absence End # of days Absence Status Last Approver Last Approval Action
29492706 12/03/2008 12/03/2008 1 Partially Approved Bill Approver Dec 2 2008 2:11:26 PM
29553442 12/05/2008 12/05/2008 1 Unapproved

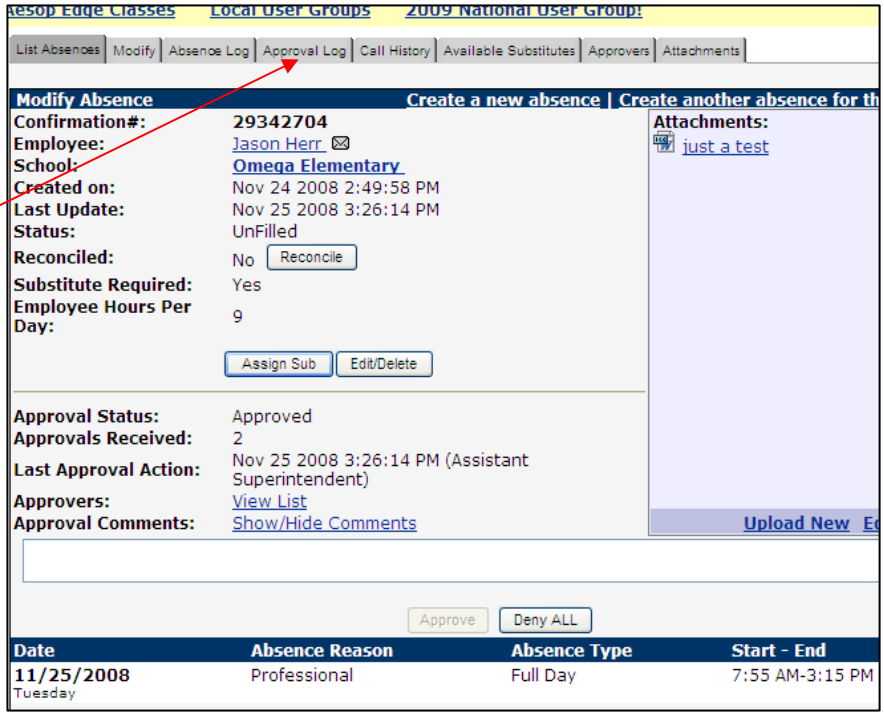
Employee can get an email when the absence is approved – even when it is Partially Approved.

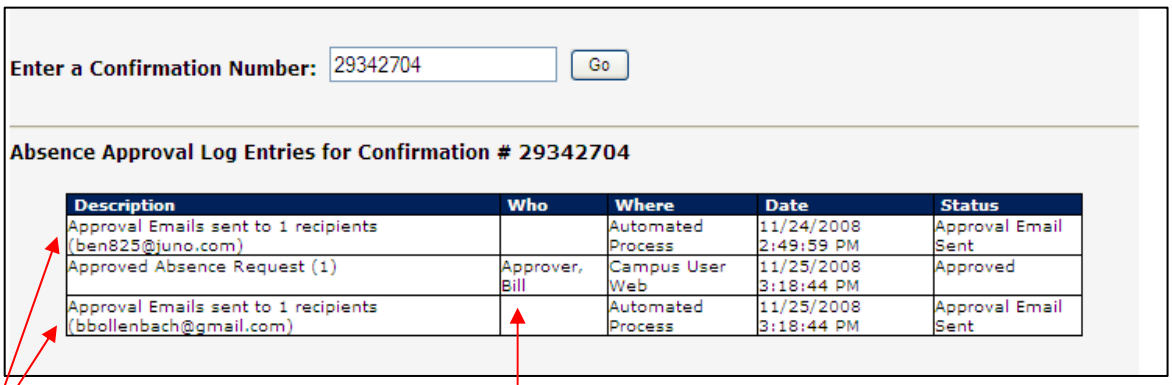
```
This email is to notify you that the absence
Confirmation #29492706 has been Partially Approved by
Bill Approver.

The following are the details of the job:

*************
 Job Summary
*************
Starting on              : 12/03/2008
School                   : Omega Elementary
Title                    : Math
Teacher                  : Herr, Jason
Substitute               : not assigned yet
Confirmation No.         : 29492706       This absence
needs a substitute.


**********
 Job Days
**********
School / Reason                                  Date
From    To
------------------------------------------------ --------
------- -------
Omega Elementary                                 12/03/08
7:55AM  3:15PM
        Reason: Professional
```

An individual Absence, needing Approval, will also contain the "Log" of the process.

Click

Approval Log

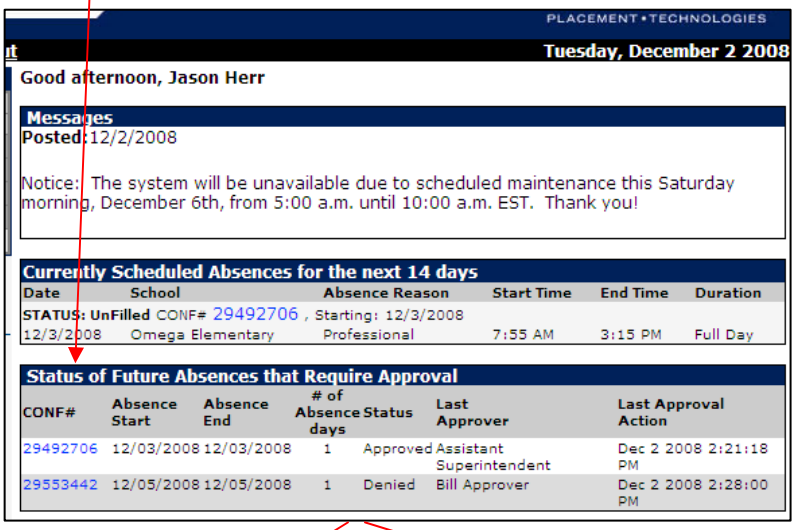


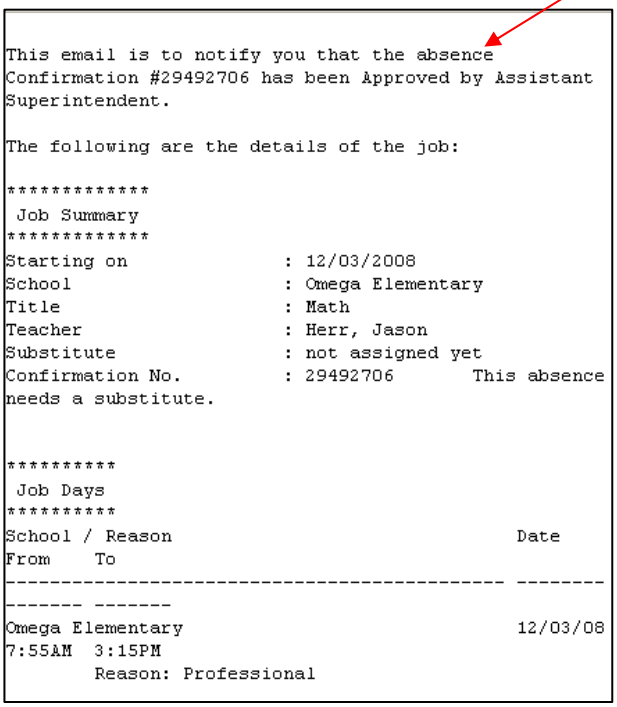


Shows Approval emails sent

Shows who approved or denied the absence.

Once the absence is approved or denied by the next approver – that status appears to the employee in their webpage and email.


PLACEMENT • TECHNOLOGIES
Tuesday, December 2 2008
Good afternoon, Jason Herr
Messages
Posted: 12/2/2008
Notice: The system will be unavailable due to scheduled maintenance this Saturday morning, December 6th, from 5:00 a.m. until 10:00 a.m. EST. Thank you!
Currently Scheduled Absences for the next 14 days
Date School Absence Reason Start Time End Time Duration
STATUS: UnFilled CONF# 29492706 , Starting: 12/3/2008
12/3/2008 Omega Elementary Professional 7:55 AM 3:15 PM Full Day
Status of Future Absences that Require Approval
CONF# Absence Start Absence End # of Absence days Status Last Approver Last Approval Action
29492706 12/03/2008 12/03/2008 1 Approved Assistant Superintendent Dec 2 2008 2:21:18 PM
29553442 12/05/2008 12/05/2008 1 Denied Bill Approver Dec 2 2008 2:28:00 PM



This email is to notify you that the absence Confirmation #29492706 has been Approved by Assistant Superintendent.

The following are the details of the job:

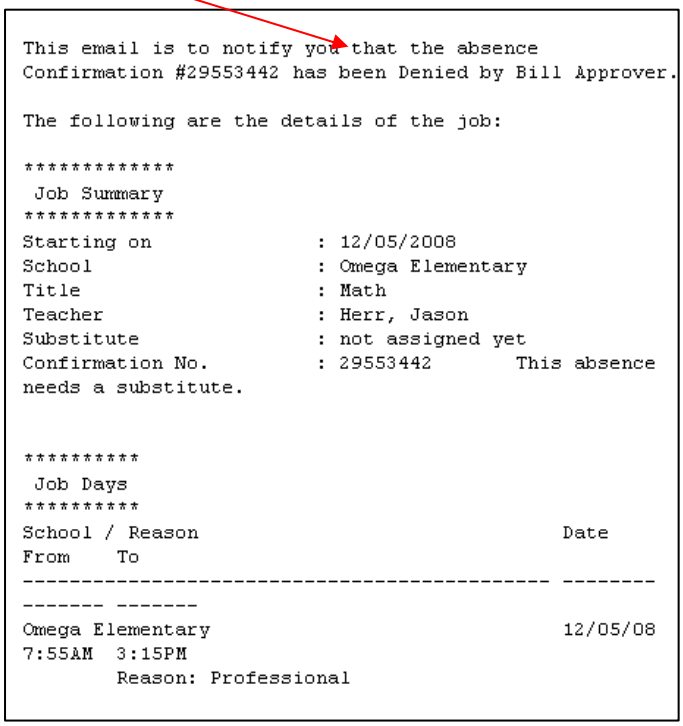
****
Job Summary
****

Starting on	: 12/03/2008
School	: Omega Elementary
Title	: Math
Teacher	: Herr, Jason
Substitute	: not assigned yet
Confirmation No.	: 29492706

This absence needs a substitute.

****
Job Days
****

School / Reason	Date
From To	
Omega Elementary	12/03/08
7:55AM 3:15PM	
Reason: Professional	



This email is to notify you that the absence Confirmation #29553442 has been Denied by Bill Approver.

The following are the details of the job:

****
Job Summary
****

Starting on	: 12/05/2008
School	: Omega Elementary
Title	: Math
Teacher	: Herr, Jason
Substitute	: not assigned yet
Confirmation No.	: 29553442

This absence needs a substitute.

****
Job Days
****

School / Reason	Date
From To	
Omega Elementary	12/05/08
7:55AM 3:15PM	
Reason: Professional	